

## Course Listing\*

### CORE COURSE REQUIREMENTS

*Clinical Medical Assisting and Clinical and Administrative Medical Assisting programs*

COURSE ID	COURSE NAME	CREDIT UNITS
COMP 101	Computer Literacy and Applications for the Professional	3.0
HCP 101	Structural Anatomy and Terminology	3.0
HCP 102	Body System Anatomy and Terminology	3.0
HCP 103	Foundational Office Skills	2.0
HCP 203	Medical Office Management	3.0
MAP 105	Laboratory Procedures	5.0
MAP 115	Pharmacology and Medication Administration	5.0
MAP 126	Clinical Applications	4.0
MAP 205	Front Office Procedures	2.0
MAP 90	Capstone & Externship	6.0
<b>CERTIFICATE TOTAL</b>		<b>36.0</b>

### GENERAL EDUCATION REQUIREMENTS

*This for the Clinical and Administrative Medical Assisting program in addition to the core courses above*

COURSE ID	COURSE NAME	CREDIT UNITS
ENG 121	Composition & Reading – Part A	3.0
ENG 122	Composition & Reading – Part B	3.0
MTH 121	College Algebra – Part A	3.0
MTH 122	College Algebra – Part B	3.0
NSC 1	Introduction to the Natural Sciences	3.0
PHIL 1C	Ethics	3.0
PSY 1	General Psychology	3.0
SOC 1	Introduction to Sociology	3.0

**A.S. DEGREE TOTAL** **60.0**

## Institutional Accreditation

San Joaquin Valley College is accredited by the WASC Senior College and University Commission (WSCUC), 985 Atlantic Avenue, Suite 100, Alameda, CA 94501, (510)748-9001 (<https://www.wscuc.org>). The WSCUC is an institutional accrediting body recognized by the Council for Higher Education Accreditation and the U.S. Department of Education.

## California State Approval

SJVC is a private institution and is approved to operate as an accredited institution by the California Bureau of Private Postsecondary Education (BPPE). Approval to operate means that SJVC has been found in compliance with the standards set forth in the California Private Postsecondary Education Act of 2009 (as amended) and Title 5, Division 7.5, - Private Postsecondary Education of the California Code of Regulations. As a prospective student, you are encouraged to review the catalog prior to signing an enrollment agreement. You are also encouraged to review the School Performance Fact Sheet, which must be provided to you prior to signing an enrollment agreement.

## Consumer Information

San Joaquin Valley College publishes important consumer information for all programs and campus locations. For comprehensive consumer information, visit <https://www.sjvc.edu/admissions/consumer-information>.

## SJVC Locations

<b>ATASCADERO</b> 805.470.7130	<b>MODESTO</b> 209.542.8800
<b>BAKERSFIELD</b> 661.834.0126	<b>ONTARIO</b> 909.948.7582
<b>DELANO</b> 661.778.1145	<b>PORTERVILLE</b> 559.853.4114
<b>FRESNO</b> 559.448.8282	<b>RANCHO CORDOVA</b> 916.638.7582
<b>FRESNO - TRADES EDUCATION CENTER</b> 559.453.0123	<b>RANCHO MIRAGE</b> 442.305.7701
<b>HANFORD</b> 559.584.8840	<b>SANTA MARIA</b> 805.608.3104
<b>HESPERIA</b> 760.948.1947	<b>TEMECULA</b> 951.296.6015
<b>LANCASTER</b> 661.974.8282	<b>VISALIA</b> 559.651.25002
<b>MADERA</b> 559.302.2155	

Program availability varies by campus location. Please see the catalog for details.

\*Sessions and degree offerings vary by campus. Speak to an Admissions Representative for more details.

Course listings are subject to change. Reference the SJVC College Catalog for the most current program information.

## READY TO ENROLL? GET STARTED HERE:

[www.sjvc.edu/program/medical-assisting/](http://www.sjvc.edu/program/medical-assisting/)

[sjvc.edu](http://sjvc.edu)



Train for a rewarding career as a

# Medical Assistant



SJVC's Clinical Medical Assisting (CMA) and Clinical and Administrative Medical Assisting (CAMA) programs prepare graduates to work as Medical Assistants in medical offices, hospitals and specialty clinics.

Medical Assistants can be the first person a patient meets upon entering a medical office and can provide care and comfort. They also help schedule appointments, take vital signs and assist the doctor while keeping the office running smoothly.

The CMA and CAMA programs include an externship which allows students to further their studies in a medical environment. This clinical training enhances learning by providing a real-world work experience where students can put their newly found skills into practice.



## Your trusted source for hands-on training.

SJVC excels at in-person, hands-on learning in high tech laboratory environments that will enable you to transition to a career with real-world experience.



### Administrative Skills

- Schedule appointments
- Maintain patient records
- Medical office management
- Process insurance forms

### Clinical Skills

- Take and record vital signs
- Prepare patients for exams
- Change dressings & remove sutures
- Draw blood /venipuncture



At SJVC, we value:

- Integrity**
- Family**
- Professionalism**
- Communication**
- Diversity**
- Success**

## Credential and Professional Certifications

Graduates earn a Certificate of Completion in Clinical Medical Assisting or Associate of Science degree in Clinical and Administrative Medical Assisting and may choose to apply for a certification exam from the organization of their choice (see organization's requirements for eligibility with SJVC's Clinical Medical Assisting program)\*. Students also prepare for and take certification exams within their program courses that include HIPAA, CPR and First Aid.

Students residing outside California are encouraged to take a certification examination recognized by their state medical board or an independent certification organization.

\*Graduates may qualify for other certifications depending upon location and placement requirements.

## Admissions Requirements

- High School diploma or equivalent
- Wonderlic SLE assessment score of 12 or higher

Applicants must have reliable plans for transportation, child care and time to devote to school work outside of scheduled class hours.

See the SJVC College Catalog for additional information on institutional admission requirements.



## Career Opportunities

Most medical assistants work in physicians' offices, hospitals, outpatient clinics, and other healthcare facilities\*, and typically perform the following job duties:\*\*

- Help physicians examine and treat patients
- Take medical histories & vital signs
- Clean & sterilize equipment
- Collect blood or other laboratory specimens

Graduates may find work in the following jobs:

- Certified Medical Assistant (CMA)
- Clinical Medical Assistant
- Doctor's Assistant
- Medical Secretary

SJVC prepares students to take appropriate certification and licensure exams related to their individual majors. The College does not guarantee students will successfully pass these exams or be certified or licensed as a result of completing the program.

\*<https://www.bls.gov/ooh/healthcare/medical-assistants.htm#tab-1>

\*\*<https://www.onetonline.org/link/summary/31-9092.00>

**GET MORE INFO ON ENROLLMENT:**  
[www.sjvc.edu/program/medical-assisting/](http://www.sjvc.edu/program/medical-assisting/)

[sjvc.edu](http://sjvc.edu)